



# **Safety Topic of the Month**

## **Near Loss/ Near Miss Reporting**

**Richmond Refinery**

**11/1/2010**



# Near Loss/Near Miss Reporting

This Safety Topic of the Month covers:

- Recent serious injury which could have possibly been prevented by Near Loss/ Near Miss Reporting
- Why Near Loss/Near Miss Reporting is important
- How to report a Near Loss/ Near Miss
  - Impact ERM
  - Near Loss/ Near Miss “green” card
- Opportunity to discuss Near Loss/Near Miss in your area

## Injury at the Long Warf

On July 25<sup>th</sup>, an operator at the long wharf seriously injured his hand when it got caught between the rope and winch he was operating. During the investigation it was discovered that there had previously been near losses on this piece of equipment over the years including operators having their gloves caught and pulled off their hands, and yet no one reported these near losses....

**IPS Control: 1988501**

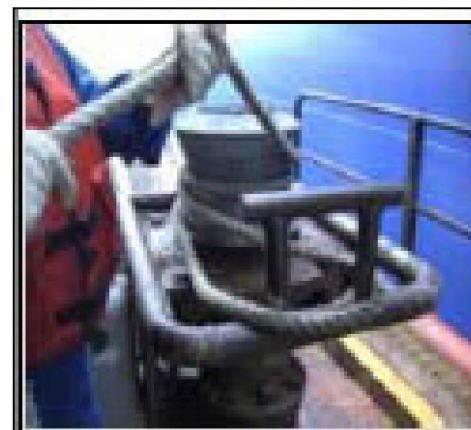
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Click Here  
for IPS  
Report  
Details



Reenactment showing rope and winch



Reenactment showing rope and winch

# Importance of Near Loss/ Near Miss Reporting



This injury may have been prevented if someone would have reported their near loss experience and had it properly investigated and corrective action taken.

## **Common Excuses for not reporting NLI's...**

- It is time consuming
- Close calls are part of our business
- Nothing ever comes of it
- It only happened this one time

## **What is your excuse?**

**Would you be willing to report a NLI if you thought it might prevent you or a co-worker from losing the tips of 3 fingers?**



## How to report a Near Loss/Near Miss

Immediately notify your supervisor of a near loss/near miss.

Supervisors are responsible for properly investigating the near loss and entering it into the IMPACT ERM data base, if appropriate to do so.

Supervisors should follow up with the employee regarding the actions that are taken to eliminate or mitigate the risk.

The report and corrective action should be shared with other crews.



# Near Loss/ Near Miss & Safety Suggestion Reporting Card – Green Card



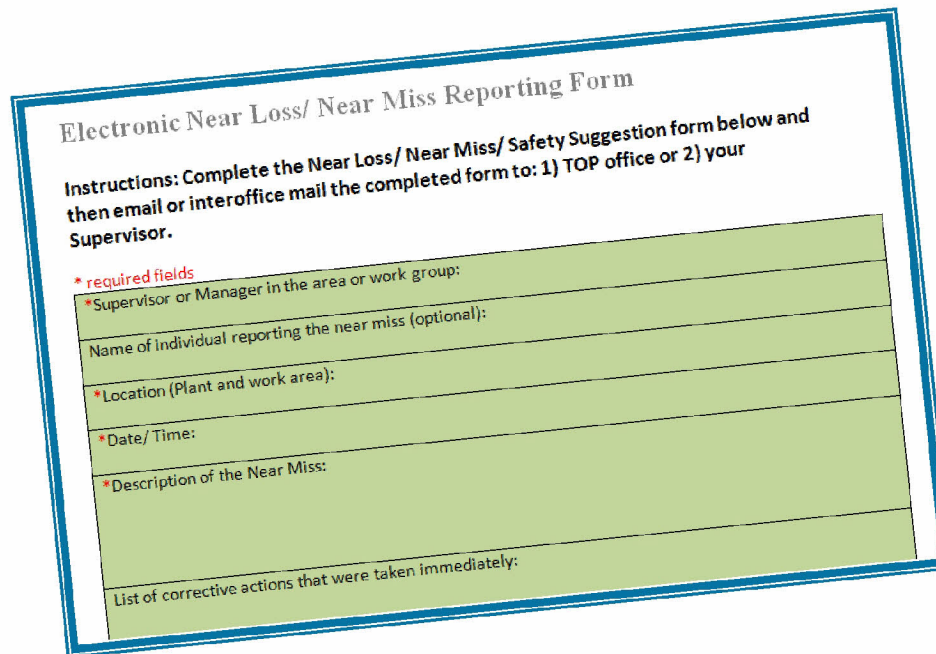
Near Losses can also be reported using a Near Miss & Safety Suggestion Reporting card, otherwise known as a “Green Card”. While these were originally intended for contractors, there is nothing wrong with employees using this process for reporting near misses or safety concerns, particularly if they want to remain anonymous. Cards are collected, prioritized by Supervisors, Field Safety Coordinators, Red Hats (during TA activity), and the TOP Office, and finally, “entered” into the IMPACT ERM,

Near Miss & Safety Suggestion Reporting Card			
Plant _____		Time _____	
Location _____		Date _____	
Please Check One			
Slip/Trip/Fall _____	Open Flame Hot Work _____	Equipment _____	
Bump/Scrape/Pinch _____	Non-Open Flame Hot Work _____	Traffic _____	
Burn _____	Confined Space _____	Behavior _____	
Spill _____	Utility Connection _____	Radiation _____	
Tools _____	Chem Exposure _____	Electrical _____	
Crane Work _____	Housekeeping _____	LOTO _____	
Forklift _____	Leak Repair _____	Haz-Com _____	
PPE _____	Barricade Tape/Permitting _____	Other _____	
Description of Near Miss: _____ _____ _____ _____ _____			
Safety Suggestion: _____ _____ _____			
Company Name: _____ _____			
Name (Optional): _____ _____			

# Near Loss/ Near Miss & Safety Suggestion Reporting Card – Green Card



In order to promote Near Loss/ Near Miss Reporting – an electronic version of the “Near Loss/ Near Miss Card” is available on the Refinery home page – on the Safety Tab and under “Tools”. Instructions are included!



**Electronic Near Loss/ Near Miss Reporting Form**

**Instructions:** Complete the Near Loss/ Near Miss/ Safety Suggestion form below and then email or interoffice mail the completed form to: 1) TOP office or 2) your Supervisor.

**\* required fields**

- \*Supervisor or Manager in the area or work group:
- Name of individual reporting the near miss (optional):
- \*Location (Plant and work area):
- \*Date/ Time:
- \*Description of the Near Miss:
- List of corrective actions that were taken immediately:

Criteria for  
Near Loss  
Reporting are  
still the  
same

[Click Here for  
QNLR Criteria  
Announcement  
from LPS  
Archives](#)



## Near Loss/Near Miss Discussion

Are there Near Losses/Near Misses in our work areas that have not been addressed (similar to the long wharf)?

Another way to think about it... If your son or daughter came to work here, what would you tell them to be aware of, or watch out for?

How can we improve our reporting?



# Closed Near Loss/ Near Miss Richmond Refinery, 9/1/10 – 10/20/10



Loss/Near Loss ID	Date Occurred	Division 9	Short Description	Immediate Corrective Actions Taken	Potential Severity Classification	Location of Loss/Near Loss
94	10/5	A Crew - Fire Department	When opening an apparatus door some equipment fell out	An additional strap was installed to secure the struts in place. They are now extremely secure.	Level 1	Rich   Plant Protection   Firehouse
465	10/15	Cracking - D Crew	Catalyst blow down line use caused smoldering of staging kickboard	Wood is being removed and replaced with metal toe boards	Level 1	Rich   Crack   FCC   SGRU
543	10/18	RTD / CTR	Hose Modification Violation of RI-613 Discovered	Tagged hose out of service. Notified proper personnel.	Level 2	Rich   Maint Facilities   Central Tool Room
570	10/19	Shutdown Maintenance General Support	Forklift caught Electrical Pull Box Cover No. PB10	Will suggest that forklifts be driven with forks slightly higher than 6" guideline due to many uneven surfaces in plant areas. Will also have asphalt put around edges of the uneven surface of cover plate to prevent further incidents.	Level 1	Rich   Crack   Crack Gen   Crack Area Ctrl Center
627	10/1	Strategic & Facilities Planning	Incorrect Net Cash Margin calculation	Conducted an investigation to determine reasons for incorrect calculations and put controls in place to prevent further errors.	Level 1	Rich   Admin Building



# Review TOP Lessons Learned

Learning from our past incidents will help us prevent them in the future. Please take a few minutes now to review the TOP lessons learned.

## TOP Lessons Learned